

Kismet Park Primary School

Volunteer Occupational Health and Safety (OHS) Induction Handbook 2025



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Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017 the Department of Education and Training (the Department) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all volunteers to:

- report to the general office or designated site contact upon arrival at site
- complete an OHS induction using the Volunteer OHS Induction Checklist
- sign in and out and ensure their visitors pass is worn at all times whilst on Department or other premises
- have a current Working with Children Check, where applicable.

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Department Health, Safety and Wellbeing (HSW) Policy

The Department has the *Health, Safety and Wellbeing Policy*, which has been endorsed by the Department Secretary and can be seen below:

Health, Safety and Wellbeing Policy

Education
and Training

Scope: This Policy applies to all employees, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite. The Department commits, so far as reasonably practicable, to:

Management Commitment

Support and value its people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working and learning environments by:

- providing and integrating a robust and credible, Occupational Health and Safety (OHS) Management System that aligns with legislative requirements and the Department's strategic direction and operations
- providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety
- outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces
- embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks
- providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.

Consultation Commitment

Consult, collaborate, and communicate with employees including health and safety representatives on:

- identifying hazards, assessing risks, and making decisions about the measures to control risks to health and safety and proposed changes to the workplace that may affect the health, safety, and wellbeing of persons
- health, safety, and wellbeing issue resolution
- provision of health, safety and wellbeing information, training, instruction, and supervision
- the importance of giving employees a reasonable timeframe to express their views and concerns and that these are taken into account when making decisions that may affect their health, safety and wellbeing
- flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive workforce.

Drive Continuous HSW Improvement Commitment

Support continual health, safety and wellbeing improvement by:

- improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures
- establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance
- using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets
- allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.

Building Capability Commitment

Support building capability by:

- embedding individual health, safety, and wellbeing accountabilities for all employees across the Department
- embedding legislative and Department health and safety requirements in all policies and procedures
- increasing awareness and improving utilisation of the safety supports and resources available
- providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation
- strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.

Risk Management Commitment

Support the prevention of workplace injuries and ill health by:

- strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities
- proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner
- promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent recurrence
- providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces
- implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.

The Department employees, visitors, volunteers and contractors are required to take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These parties will cooperate with the Department in adhering to health and safety requirements including following the Department's policies, procedures and/or instructions and participating in consultation and training.

The Department's OHS Management System sets out how this policy is to be implemented.



Jenny Atta
Secretary
19/01/2022

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Required conduct/behaviour

All volunteers are expected to abide by the workplaces code of conduct while on site.

This includes:

- No smoking on school grounds or within four metres of an entrance to all Department workplaces.
- No alcohol or drugs are to be consumed on any Department premises. Any volunteer under the influence will be dismissed.
- No offensive language is permitted on any Department premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the Department workplace aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the principal or their delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

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Access arrangements

Access

All volunteers must report to the general office or site contact and sign in upon arrival at the workplace or designated point where not on Department premises. This requirement is indicated on signage located at all entrances to the school, see below:



Traffic Management

Volunteers driving vehicles are to enter and exit the school grounds via the following locations (if required to do so):

- **McEwen Drive**
- **Kereford Place**

Designated pedestrian crossings are:

- **McEwen Drive**

Vehicles are to move at walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.

Volunteers are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: **8:35am – 8:55am**
- Recess: **11am – 11:30am**
- Lunch: **1:30pm – 2:15pm**
- Pick up: **3:15pm - 3:30pm**

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OHS Induction

Upon arrival at the site, you will be required to complete an OHS Induction covering the site-specific risks.

The volunteer OHS induction is valid for 12 months.



Volunteer OHS Induction Checklist - Single

The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction.

Workplace	Kismet Park Primary School	
Brief description of works		
General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and/or instructions.	Provided	
Department Health and Safety and Wellbeing (HSW) Policy	<input type="checkbox"/> Yes	
Required conduct/behaviour	<input type="checkbox"/> Yes	
Security access arrangements / Traffic Management Plan	<input type="checkbox"/> Yes	
Introduction to First Aid Officer(s) and location of First Aid Room/Kits	<input type="checkbox"/> Yes	
Location of emergency evacuation plans for your area	<input type="checkbox"/> Yes	
Location of Emergency Exits	<input type="checkbox"/> Yes	
Introduction to workplace Wardens / Incident Controller	<input type="checkbox"/> Yes	
Location of amenities	<input type="checkbox"/> Yes	
Location of Chemical Register and associated Safety Data Sheets	<input type="checkbox"/> Yes	
Information on hazard and incident reporting process	<input type="checkbox"/> Yes	
Current School Asbestos Management Plan and Division 5 Audit Report	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Introduction to school Asbestos Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Plant and equipment Safe Work Procedures and personal protective equipment (Note: all electrically powered plant and equipment are to be tested and tagged prior to use)	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> NA	
Signatures		
Volunteers		
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>		
Name:	Signature:	
	Date:	
Principal or delegate		
<i>I certify that the below mentioned volunteer workers have completed an OHS induction.</i>		
Name:	Signature:	
	Date:	

Principal and/or their delegate are to maintain completed forms and store in file.

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Site specific hazards

Asbestos

All schools are expected to have a Schools Asbestos Management Plan in the event of the discovery of suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM.

ACM has been identified in the school, therefore the following process must be followed prior to the commencement of works:

- Asbestos Register **MUST** be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- If work is to be carried out in the vicinity of Asbestos Containing Material, the Asbestos Coordinator (**Brooke Apollonio 03 9744 4566**) must be consulted prior to the commencement of work.
- Asbestos containing material may only be removed by a licensed removalist.

Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the principal or their delegate must be informed. You must complete a Safe Work Method Statement or equivalent to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of personal protective equipment (PPE).

Animals/Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur, you must:

- do not approach any domestic animals (e.g., dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the principal or their delegate
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

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Emergency Management

Workplace Codes

In the event that a code is called, please obey the following instructions:

CODE GREEN	COUNCIL OVAL EVACUATION
CODE PINK	GYM EVACUATION
CODE ORANGE	LOCK DOWN
CODE BLUE	LOCK OUT
CODE YELLOW	OFF-SITE EVACUATION

Emergency Procedures

On hearing the alarm / code being called:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens
- do not leave the assembly area until advised.

Leaving Site in an Emergency

All volunteers are required to proceed to the evacuation assembly area and remain there until given clearance to leave by the Incident Controller, Principal or their delegate.

Evacuation Point

The main evacuation assembly area is located at McEwen Drive Reserve

COUNCIL OVAL; refer to map (Appendix B).

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Emergency Contacts

Incident Management Team / School Contacts

Workplace Manager	Samuel Carlton	9744 4566 Ext. 163
Assistant Principal	Louisa Beckenham	9744 4566 Ext. 171
OHS Nominee	Davina Rowell	9744 4566 Ext. 172
Asbestos Co-ordinator	Brooke Apollonio	9744 4566 Ext. 162
Business Manager	Brooke Apollonio	9744 4566 Ext. 162
General Office Number	Deb Wight Simone King	9744 4566 Ext. 160 / 161

School after hours contacts

Principal: Samuel Carlton 0417 338 983

Emergency contacts

Police: 000

Fire: 000

Ambulance: 000

Poisons: 13 11 26

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First Aid and Amenities

First Aid

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious ring 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report at the office.

Amenities

Please see map in Appendix for the following clearly marked items:

- **Toilets and amenities**
- **Lunch room**
- **Parking**

Hazard and Incident Reporting

Any hazard or incident that poses a risk to the safety of a student, parent, visitor, volunteer or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
 - police for crime, injury that may not be accidental, or assault
 - ambulance for injury and medical assistance
 - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list.
- Principal is to report the incident on eduSafe Plus.

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Appendix A: Evacuation Process Chart

You hear the fire alarm! Listen for the details of the DANGER and the evacuation point.

COUNCIL OVAL

Stay calm & listen to your teacher.

Use common sense at all times.

Teacher will grab RED emergency wallet (if safe to do so).

Line up at your designated exit point. If the teacher in the room next door is a warden, their class will follow behind your class to the COUNCIL OVAL. The warden will catch up with you when it's convenient. Where possible, close windows and doors before evacuating.

Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.

Line up with your class in single file on the COUNCIL OVAL at your designated fence line position.

A copy of your class roll is in your RED emergency wallet. Take the roll as soon as your class settles. All teaching staff are to remain with their grades. NFTF are to report to their grades and remain with their grades. Once roll is marked – PLACE YOUR HAND IN THE AIR. The Operations officer will come to you. You are to report the following information to the Operations Officer straight away: 1) Class and number of students present. 2) Name of teacher(s) associated to grade. 3) Name of any visitors with your class. NOTE: All ES staff are to approach and independently report to the Operations Officer.

All remaining visitors and any contractors must be sent to check in with administration staff as soon as possible.

Once notified, walk calmly and quietly back to your classroom the same way you came out and continue your lesson.

SHELTER IN PLACE - GYM

Stay calm & listen to your teacher.

Use common sense at all times.

Teacher will grab RED emergency wallet (if safe to do so).

Line up at your designated exit point. If the teacher in the room next door is a warden, their class will follow behind your class to the GYM. The warden will catch up with you when it's convenient. Where possible, close windows and doors before evacuating.

Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.

Line up with your class in single file in the GYM in assembly position.

OFF-SITE to SUNBURY COLLEGE

Stay calm and listen to your teacher.

Use common sense at all times.

Teacher will grab RED emergency wallet (if safe to do so).

Line up at your exit point. If the teacher in the room next door is a warden, their class will follow behind your class to the COUNCIL OVAL to check in. The warden will catch up with you when it's convenient. Where possible, close windows and doors before evacuating.

Students who are out of their room must wait for an area warden or move safely to the nearest area and join this class. The teacher will report them back to their class at the assembly point.

Await instructions to evacuate to SUNBURY COLLEGE OVAL. Follow instructions of Chief Warden / Operations Officer

(Detailed walking route maps can be found in all RED emergency wallets or copies can be obtained from an Incident Management Team (IMT) member).

LOCK OUT

Stay calm & listen to your teacher.

Use common sense at all times.

Teacher will grab RED emergency wallet (if safe to do so).

Line up at your designated exit point. If the teacher in the room next door is a warden, their class will follow behind your class to the COUNCIL OVAL. The warden will catch up with you when it's convenient.

Lock doors before evacuating to prevent entry.

Students who are out of their room must move safely to the nearest classroom and join this class. The teacher will report them back to their class at the assembly point.

Line up with your class in single file on the COUNCIL OVAL at your designated fence line position.

LOCK DOWN

Stay calm & listen to your teacher.

Use common sense at all times.

You must remain in the classroom away from doors and windows. All internal and external doors and windows to your classroom & building must be closed & locked (if able to do so).

If you are outside, move to the nearest internal space & lock all windows & doors. This may mean sharing a space.

Students who are out of their classroom must move safely to the nearest room and report to the teacher straight away.

Take the roll and phone:
P-2 – Brooke 162
3-4/SSSO – Deb 161
5-6/canteen-Simone 160
NFTF/Planning-Davina 172

(Specialists phone the corresponding phone numbers allocated the GRADE they are with)
Communicate:

- 1) All present or name of missing student/s, name of teacher & ES.
- 2) Name and grade of extra students.
- 3) Name of visitors/contractors

If safe to do so, continue with your classroom program, but remember, NO ONE CAN LEAVE YOUR ROOM.

An announcement will be made when it is safe for the lockdown to be lifted.

No one is permitted to leave their classrooms until the Lockdown is lifted and the announcement made.

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Appendix B: Warden Zone Map

